

Virginia Polytechnic Institute & State University
College of Liberal Arts & Human Sciences
Faculty Annual Report
1 April 2008 – 31 March 2009

Name _____ **Department** _____ **Academic Rank** _____

Directions: Please follow the format as closely as possible. Read it fully before you begin. If a category does not apply to you for this report, you may delete it or leave it blank. Multiple items can be listed within each category; the box will automatically expand as needed. No one format will fit the entire faculty of the college completely, so reasonable adaptations of certain categories may be necessary. Avoid repetition by using cross-referencing.

The annual report should list information on the following categories for the reporting period.

I. Teaching and Academic Advising					
A. A chronological list of all courses taught during Spring 2008, Summer I and II 2008, and Fall 2008. Use one line for each course taught in tabular format as indicated. Add or delete extra rows as necessary. If the same course was taught more than once, each section should be placed on its own line. Do not list independent studies directed here, but rather in subsection I.E.					
Term	Course Name	Course Designator and Number	Credit Hours	Class Enrollment	Instructor's Role (if not solely responsible)
B. A chronological list of non-credit courses, workshops, and other outreach and extension teaching.					
C. The student names and titles of theses, dissertations, other graduate degree projects, major undergraduate research projects, and honors theses directed.					
D. Postdoctoral fellow training and their research output and subsequent employment.					

<p>E. A chronological list of independent studies, field studies, special studies, and internships directed.</p>																																				
<p>F. Special achievements of former undergraduate and graduate students.</p>																																				
<p>G. Current academic advising responsibilities. List the number of undergraduate and graduate advisees by academic level. Please include the students who are currently working on their theses, dissertations, etc. You may also <i>briefly</i> list such activities as assisting with job placement, writing letters of recommendation, and continuing advising relations with former students, and include any evidence of advising effectiveness.</p>																																				
<p>H. Course, curriculum, and program development. List new courses developed and old courses revised. You may also briefly list special features of the course(s), including matters pertaining to service learning, multicultural or international content, diversity, and integration of technology.</p>																																				
<p>I. Student Evaluations of Instruction. Include data for all courses evaluated during the reporting period. Attach SPOI forms to the back of this report. Provide your department's average SPOI overall score here, if your department requires it: _____.</p>																																				
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;">Term</th> <th style="width: 40%;">Course Name and Designator</th> <th style="width: 15%;">Class Size</th> <th style="width: 15%;">Number of Respondents</th> <th style="width: 15%;">SPOI Overall Score</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		Term	Course Name and Designator	Class Size	Number of Respondents	SPOI Overall Score																														
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<p>J. Peer evaluations of instruction, if applicable, and any other evaluations of instruction that you wish to include.</p>																																				
<p>K. Alumni/ae evaluations of instruction. Inclusion of alumni/ae evaluations of instruction is optional. If included, describe how the letters/evaluations were solicited.</p>																																				
<p>L. Demonstrated efforts to improve one's teaching effectiveness.</p>																																				

This may include any pertinent workshops or conferences that you have attended.	
M. Recognitions, honors, or awards for teaching or academic advising effectiveness.	
N. Guest lectures given in colleagues' classes.	
O. International teaching accomplishments:	
1. International teaching recognition and awards	
2. International teaching and study abroad activities	
3. Other international teaching activities	
P. Teaching contributions to diversity	
Q. If you care to comment on any matters related to your teaching or academic advising during the reporting period, do so here. Limit your comments to no more than 250 words.	

II. Research, Scholarly, and Creative Achievements

A. Awards, prizes, and recognition	
B. Research and scholarly publications, creative publications, performances, exhibitions, and compositions according to the subdivisions listed below. Distinguish whether items were published or accepted during the reporting period. (Note that work currently under submission and being reviewed and work in progress should be listed in section V.)	
1. Books or monographs authored.	
2. Book chapters.	
3. Books edited.	
4. Textbooks authored.	
5. Textbooks edited.	
6. Papers in refereed or peer-reviewed journals (including electronic peer-reviewed journals).	
7. Numbered extension publications.	
8. Papers in refereed or peer-reviewed conference proceedings (including electronic peer-reviewed proceedings).	
9. Prefaces, introductions, catalogue statements, etc.	
10. Entries in reference works.	
11. Papers presented at professional meetings.	
12. Other papers and reports, including non-refereed online publications.	

13. Abstracts.	
14. Translations.	
15. Novels and books (e.g., collections of essays, poems, short stories, etc.).	
16. Poems, plays, essays, musical scores.	
17. Performances, productions, films, videos, and exhibitions. Indicate venue, scale, and method of selection.	
18. Reviews of published works (e.g., books, CDs).	
19. Newspaper and magazine articles.	
20. Competitions and commissions.	
C. Grant applications and awards. Cite principal investigator(s) explicitly, as well as all names that appear on the grant proposal, year, duration of award, source (agency) of the award, and the amount. Indicate your level of responsibility.	
D. Invited keynote presentations or lectures.	
E. Editorships, curatorships, etc., according to the subdivisions listed below:	
1. Journals or other scholarly publications.	
2. Editorial boards.	
3. Exhibitions, performances, displays, etc.	
F. Evidence of economic contribution to the Commonwealth of Virginia:	
1. Start up businesses	
2. Evidence of commercialization of discoveries	
G. Software and patents.	
H. International research accomplishments:	
1. International research recognition and awards	
2. International research collaborations	
3. Other international research activities	
H. Research contributions to diversity	
J. Demonstrated efforts to develop skills pertaining to one's research. This may include any pertinent workshops or conferences that you have attended.	
K. If you care to comment on any matters related to your research, scholarly, or creative activities during the reporting period, do so here. Limit your comments to no more than 250 words.	

III. Outreach and Public Service Accomplishments (includes all Extension Activities)	
A. International outreach and public service accomplishments:	
1. International outreach recognition and awards	
2. International outreach collaborations	
3. Other international outreach and service activities	
B. Professional service accomplishments	
1. Service as an officer of an academic or professional association	
2. Other service to one's profession or field (e.g., service on committees)	
3. Professional meetings, panels, workshops, etc., led or organized	
4. Peer reviews of manuscripts, articles, grant proposals, performances, productions, films, videos, and exhibitions	
C. Additional outreach and extension activities and outcomes. This section is designed to capture outreach and extension-related program activity that is not reported in previous sections. Please include the results of participant and peer evaluations concerning the significance and impact of programs and activities where available. Specific areas that may be reported here include:	
1. Peer evaluations of extension program(s)	
2. Professional achievements in program development, implementation, and evidence of impact.	
3. Outreach publications, including trade journals, newsletters, websites, journals, multimedia items, reports, brochures, fact sheets, magazines, newspapers, and popular publications.	
4. Presentations in area of expertise to community and civic organizations, including schools and alumni/ae groups, etc.	
5. Service on external boards, commissions, and advisory committees	
6. Expert witness/testimony	
7. Consulting that is consistent with university/department priorities	
8. Recognitions and awards for outreach and extension effectiveness	

9. Media interviews, presentations	
10. P-12 Partnerships, including partnership name, P-12 contact person, goals, number of participants (e.g., teachers, students, administrators, counselors)	
D. Demonstrated efforts to develop skill pertaining to outreach activities. This may include any pertinent workshops or conferences that you have attended.	
E. Outreach and public service contributions to diversity	
F. If you care to comment on any matters related to your outreach professional activities during the reporting period, do so here. Limit your comments to no more than 250 words.	

IV. University Service

A. University meetings, panels, workshops, etc. led or organized.	
B. University, college, and department service, including administrative responsibilities (e.g., committee membership, hosting visitors, organizing lectures and lecture series, recruitment, mentoring.).	
1. University	
2. College	
3. Department	
C. Contributions to diversity	
1. Self-education	
2. Committee leadership and/or university or professional service	
3. Mentoring, counseling, or advising students and student organizations	
4. Incorporating diversity-related scholarship in courses, readings, programs, service learning activities, and one's own research/scholarship	
5. Special student, faculty, or staff recruitment initiatives	
6. Outreach and pipeline initiatives	
7. Special efforts for individuals from underrepresented groups	
8. Other diversity initiatives or accomplishments	
D. Service to students (e.g., involvement in co-curricular activities, advising student organizations).	

E. Recognitions, honors, or awards connected to your professional and university service.	
F. If you care to comment on any matters related to your professional or university service during the reporting period, do so here. Limit your comments to no more than 250 words.	

V. Additional information not reflected in above categories

A. Work currently submitted and being reviewed, including grant applications.	
B. Work in progress.	
C. If your care to comment on any matters related to interconnections among your teaching; research, scholarly, and creative activities; outreach professional activities; activities involving diversity; and professional and university service, do so here. Limit your comments to no more than 250 words.	
D. Other relevant and important activities not reflected elsewhere in this report.	

VI. Goals and objectives for 2009–2010

A. List briefly, as relevant, the direction of, or goals for, your work in the coming academic year in:	
1. Teaching activities	
2. Research, scholarly, and creative works.	
3. Outreach professional activities.	
4. Professional activities.	
5. Professional development.	
6. Activities related to diversity	
B. Indicate how the department/college might assist you in your work and/or professional development. Limit your comments to no more than 250 words.	